

## **Internships at Dulwich Picture Gallery**

The Development Department offers three to six month internships throughout the year. Applications are received on a rolling basis.

**Voluntary role:** Development Intern

**Hours:** Three days per week, 10 – 4pm

**Reports to:** Development Coordinator

### **Background**

Dulwich Picture Gallery has been described as the greatest find in London. A magnificent collection of old masters, including works by Poussin, Claude, Rubens, Murillo, Van Dyck, Rembrandt, Watteau, Gainsborough and many others, was originally assembled for the King of Poland in the 1790s. When Poland was partitioned, an alternative home was found for the paintings in the “clean air of Dulwich”. The Gallery was designed by Sir John Soane, with a new extension recently completed by Rick Mather. The outstanding permanent collection is complemented by critically acclaimed loan exhibitions and an award-winning education programme. The Gallery is run by a team of about 30 full-time staff, many part-time staff and an enthusiastic team of volunteers.

### **Introduction to the Development Department**

Dulwich Picture Gallery is an independent charitable institution that receives no regular government funding, which means that the Development Department must fundraise for every aspect of the Gallery from basic operational costs to supporting our pioneering education programmes, conservation work and innovative exhibitions. Around 65% of the Gallery’s income comes from fundraising which is brought in by the Development Department through the generosity of individuals, companies and trusts.

### **The Development Intern may undertake the following:**

As Development Intern you are encouraged to take a proactive role as administrative support for the Development Team. You will be involved with a variety of tasks of which a small insight is offered below:

- Researching prospective donors and sponsors
- Support the Development Officer in designing proposals and reports
- Working alongside the Development Officer to ensure the funding database, Raiser’s Edge, is kept up to date with prospects, memberships and gifts

- Supporting the Development team in any aspect that might arise in relation to Donors and Patrons, for example mailings and acknowledgments
- Dealing with telephone enquiries for the Development Department
- Supporting events organisation from sending out invitations to working with guest lists
- Attending events on occasions as a representative of the Development team
- Working alongside other departments and participating with any projects set
- General day to day administration such as filing, data input and ordering stationary

We are looking for someone with a passion for museums and galleries with experience in, and enthusiasm for, the various modes of fundraising used in the arts and heritage sector.

### **Essential Attributes:**

- Studying for or in possession of a bachelor's degree
- Interest in pursuing a career within an arts or fundraising organisation
- A flexible and proactive worker
- Excellent research skills
- Ability to learn quickly and take on numerous tasks
- Understanding of your own workload, how to prioritise and how your workload affects others
- Excellent written and communication skills
- Proven knowledge of Microsoft Packages
- Excellent customer service skills
- Excellent interpersonal skills
- Excellent research, writing and analytical skills
- Experience using Microsoft Office systems and databases
- The ability to work independently and within a team
- The ability to meet deadlines.

### **Desirable Attributes:**

- Experience of working in a customer service environment
- Working knowledge of Raiser's Edge
- InDesign experience

### **What we can offer you:**

- Through specific roles you will be able to work with a variety of departments learning and gaining excellent experience in arts administration at an internationally renowned gallery
- Q&A sessions with any departmental staff members of your choice

- In house training in the use of the Raisers Edge database, used by a majority of arts organisations and any other computer programme that may interest you
- We can offer career advice, and when the time comes CV and interview tips to make the most of your application

## **Further Details**

Internships are unpaid but travel within Zones 1-3 will be reimbursed.

The Development Department consists of:

Director of Development

Development Manager – Trusts and Foundations

Development Manager – Major Gifts and Partnerships

Development Manager – Individual and Corporate Giving

Development Officer

## **Internship Schedule and Application Process**

Applicants must submit a covering letter and CV by email to Jane Storie [j.storie@dulwichpicturegallery.org.uk](mailto:j.storie@dulwichpicturegallery.org.uk) specifying “**Development Internship**” in the email subject and outlining the following:

- Why you want to intern at Dulwich Picture Gallery;
- Why you should be selected as Development Intern;
- What you can contribute to the role; and
- Your experience in fundraising and the arts and heritage sector

Unfortunately we do not accept postal applications.

**Deadline: We recruit interns on a rolling basis with interviews every three months. Please submit your application and we will consider you in the next round.**